

Space Family Education, Inc.  
Board of Director's Open Meeting

**REPORTS**

***Director***

**Staffing**

- **New Hires:** 1 new hire; 1 opening and 1 coming.
- **Resignations:** One of the older toddler teachers has left. She has been replaced by Ms. Georgia. A teacher has resigned in Toddler 1 to be with her baby. Ms. Hirning still working on a replacement. Using substitutes right now to determine the best fit. Leslie in the Pre-K room is leaving because she got accepted to medical school. Will advertise for a replacement.
- **Other:**

**Operations**

**Facility:** Ms. Hirning has said the cipher lock is halted again. Last anyone had heard it was approved. AC is balanced, but Ms. Hirning is investigating a mildew smell in the Kindergarten. ACRV has been fixed. Changing table in older 2's is fixed. Was originally made as a eating table. The half door in the younger 2's was poorly installed; BRSP supposedly going to return and fix it.

Latest problem with the new facility is related to the newly installed computer table. Jonathan Manning suggesting we fix the wires. Ms. Hirning has contacted COD. COD will be fixing that.

Distress buttons will be installed soon: 1 in Director's office, 1 at front desk, 1 in kitchen. The gates in Room 2 were discussed. They are all not installed yet. Mr. Markle has been installing them. He has bought 4 doors. Board decided that the whole wing would be done. Currently looking for the ones that are extra wide. Ms. Hirning bought 2 new refrigerators: \$140 a piece. Shoe covers were discussed again, but no one has pursued.

Mr. Goeken asked whether there was a plan for COD to move the old entrance sign. Ms. Hirning stated that she has requested that as well as a "Deliveries entrance" sign.

**Special Events:** Thanksgiving feast on Monday. Children will be singing in the cafeteria on the 12th, 13th and 14th of December. They will also perform for the Information Systems Directorate's Christmas Party. Singing program for the school on the evening of the 13th. Ms. Hirning working on having Santa visit the Center.

**Other:** Ms. Hirning reported that the Center made around 800 dollars on the most recent fundraisers. Barnes and Noble fundraiser is on for next Sunday. From 10 to 7. Sign up sheet at the front. Room Captains need to send out a notice.

***Committees***

**Education Curriculum:**

(Kristy Hirning)

Teachers' first evaluations on the kids need to be done by the end of this calendar year. Ms. Hirning discussed an excellent Web-based tool she saw at the NAEYC convention she went to. Ms. Hirning going to study it a little more.

Ms. Hirning mentioned that one of things reinforced at the conference was the need for the children to have family style eating. Trays are in front of the children. Children going to learn to scoop and pass. As if you're at the house. Going to start the Monday after Thanksgiving. Using incentives to get the kids to eat. Technically we're supposed to give them a home environment.

Ms. Hirning bought a die-cut machine. She bought some learning gloves that have finger puppets. She mentioned that the Center had recently had an incident where a child pinched a finger in a door. She saw a device at the convention that prevents children from pinching their fingers. This is a safety issue. They're on the GSA schedule. The close call was written up. This seemed like a good safety solution.

**Playground:** Ms. Buquo still has the action to contact Arne Admodt.

**Newsletter and WebPage:** No report.

### ***Room Captains***

#### **Infant 1**

(Pam De La Cruz; Alternate, Erica Vandersand)

No report.

#### **Infant 2**

(Louis Nguyen; Alternate, Jennifer Lewis)

No report.

#### **Toddler 1**

(Angela Hart; Alternate, Cindy Cross)

Several parents were in attendance to report on the questionnaire sent out on the menus. General consensus was more milk, less juice, healthier snacks. Late afternoon snack they want to keep in place, but would like to ensure healthier snacks like cheese and yogurt. More fluids during the day. In addition to stating that she would try and do everything she could to satisfy the results of the survey, Ms. Hirning mentioned that they were going to try moving the children to the low table at the half-year point. She requested that the parents take an active role in looking at the menu and asking for supplements when possible.

#### **Toddler 2**

(Steve Grebel; Alternate Neal Sinclair & Steve Hess)

No report.

#### **Young 2's**

(Bryan Kelly; Alternate, Linda Moreland)

InAe has worked out well in the morning. Teresa is working out well. Parents seem to be happier. Toilet seat is broken now. Ms. Hirning will get it fixed. Ms. Hirning is working on a replacement for Jaime.

#### **Older 2's**

(Trish Caffey; Alternate, Ray Gomez)

No report.

#### **Early Pre-K**

(Garry Fender; Alternate, Vanessa Patterson)

No report.

#### **Pre-K**

(Laurie Garcia; Alternate, Gretchen Thomas)

No report.

#### **Kindergarten**

(David Goeken; Alternate, Susan Morgan)

Mildew smell. Ms. Kaufman brought up the apparent rapid turnover in the afternoon. Ms. Hirning responded by saying that Michelle is currently there and will be staying there.

## ***Board Members***

### Policies and Procedures

Gretchen Thomas:

No report. We're full.

### Secretary

Lynn Buquo

Working on getting Nancy Coppedge on e-mail. Ms. Hirning also said that she was working on getting her own in addition to the JSC Child Care address. Ms. Buquo requested permission to buy some folders for the membership packages.

### Treasurer

Susan Gomez

Ms. Gomez did not have her report complete by the time of the meeting, but pointed out things looked fine. She said that the Center is over-running on its food budget, but pointed out the "budget" was just a rough estimate for this first year. She did state that a tuition raise is likely in August. It was also pointed out that the food program needed to be added to the parent handbook. It is a requirement. She also mentioned that we are still getting small checks from Kroger and Randalls associated with the Share Card Programs.

### Vice President

David Goeken

Still working on corporate sponsorship letter. Asked about ParentWatch comments. Ms. Hirning reported that 33 are registered. Recommendation that the codes be put in the Newsletter. Recommended that they be put on the Web page.

### President

Tim Boyes

No report!

## ***SFEI Members***

### Walk-ons

Ms. Kaufman had noticed that a parent was selling something in the lobby. She recommended that if we're going to allow parents to sell things at the school, then the school ought to get something out of it. She recommended that this become a general policy that parents are aware of.

There was also discussion about the policy for parking in front of the building so that the door is not blocked as well as a reminder to parents that they should NOT leave their cars running for obvious safety reasons.

## ***BUSINESS***

### **Old Business**

### **New Business**

The next meeting will be December 21, 2000  
Room Location JSC Child Care Center--11:30 AM - 1:00 PM